SL-9/991-2

**TO SAVE YOU TIME AND MONEY, WE HAVE LISTED BELOW SOME OF THE MORE FREQUENTLY ASKED QUESTIONS ABOUT COPYRIGHT REGISTRATION. PLEASE TAKE A FEW MINUTES TO READ THIS SHEET BEFORE YOU CALL OR WRITE THE COPYRIGHT OFFICE.**

## HOW WILL I KNOW IF MY APPLICATION WAS RECEIVED?

**You will not receive an acknowledgement that your application has been received**—the Office receives over 600,000 applications annually—but you can expect **within 16 weeks of submission** (normally much more quickly):

- A certificate of registration to indicate the work has been registered, or
- A letter or telephone call from a Copyright Office staff member if further information is needed; or, if the application cannot be accepted, a letter explaining why it has been rejected.

If you want to know when the Copyright Office receives your material, send it by registered or certified mail and request a return receipt from the Postal Service. Due to the large volume of mail received by the Office daily, **you should allow at least 3 weeks for the return of your receipt**.

## WHAT IS THE STATUS OF MY APPLICATION?

**We cannot provide free information about the status of applications that have been in the Copyright Office fewer than 16 weeks.** If you must have this information sooner, contact the Certifications and Documents Section, which can provide this information upon payment of applicable fees.

## WHEN IS MY REGISTRATION EFFECTIVE?

**A copyright registration is effective on the date that all the required elements (application, fee, and deposit) in acceptable form are received in the Copyright Office,** regardless of the length of time it takes the Copyright Office to process the application and mail the certificate of registration. You do not have to receive your certificate before you publish or produce your work, nor do you need permission from the Copyright Office to place a notice of copyright on your material.

## HOW MANY FORMS MAY I RECEIVE?

Because of budget restrictions we can no longer send unlimited quantities of our application forms and publications. If you need additional application forms or circulars, you may order a limited supply by calling the Copyright Office Hotline anytime day or night at (202)707-9100 and leaving a message on the recorder. We encourage you to photocopy our circulars and other informational material. You may also photocopy blank application forms; however, photocopied forms submitted to the Copyright Office must be clear, legible, and on a good grade of 8 1/2-inch by 11-inch white paper, suitable for automatic feeding through a photocopier. The forms should be printed, preferably in black ink, head to head (so that when you turn the sheet over, the top of page 2 is directly behind the top of page 1). **Forms not meeting these requirements will be returned.** Please allow 2-3 weeks for delivery of your order.

## HOW DO I MAIL MATERIAL TO THE COPYRIGHT OFFICE?

Please use the following address when sending us mail:

Register of Copyrights
Copyright Office
Library of Congress
Washington, D.C. 20559

Include your ZIP Code in your return address. Also, please supply a daytime telephone number where you can be reached. Make certain that you send your nonrefundable filing fee, your completed application form, and your nonreturnable deposit (copies, phonorecords, or identifying material) **in the same package.**

We suggest that you contact your local Post Office for information about mailing these materials at lower cost fourth-class postage rates.

■ SL 9 August 1991 — 100,000

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HAVE A QUESTION ?

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BEFORE YOU WRITE OR CALL US . . .